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GRADE XIII

# Departmental Examinations

Ontario Regulations 26/55  
as amended by  
O. Reg. 3/56 and O. Reg. 49/56.

1956

**This Pamphlet is issued for the guidance of Principals,  
Presiding Officers, and Candidates.**



ONTARIO

Issued by Authority of  
**THE MINISTER OF EDUCATION**

CE/20/11

Department of Education

Letter to the Minister of Education  
on the subject of the  
proposed changes to the  
Curriculum Framework for  
Primary Education

1998

The Minister of Education  
Department of Education  
10, Wellington Street  
Dublin 2

Dear Minister,  
I am pleased to inform you that the  
Ministry of Education has agreed to  
the proposed changes to the  
Curriculum Framework for  
Primary Education.

Yours faithfully,  
The Minister of Education

## GRADE XIII DEPARTMENTAL EXAMINATIONS

### INTERPRETATION

#### 1. In these regulations

- (a) "application" means application to write 1 or more grade XIII Departmental examinations;
- (b) "August examinations" means grade XIII Departmental examinations held in the month of August;
- (c) "candidate" means candidate for the grade XIII Departmental examinations;
- (d) "examination centre" means an examination centre at which grade XIII Departmental examinations are held;
- (e) "grade XIII examinations" means grade XIII Departmental examinations;
- (f) "presiding officer" includes chief presiding officer and assistant presiding officer; and
- (g) "Registrar" means Registrar of the Department.

### EXAMINATION CENTRES

2.(1) Grade XIII examinations shall be held annually at each high school and at such other centres as the Minister may approve upon the recommendation of

- (a) a public-school inspector, or
- (b) the Registrar.

(2) The Minister may establish an examination centre at an Ontario university.

(3) The Minister shall pay the expenses of grade XIII examinations which are held at an Ontario university.

3.(1) Upon the recommendation of the proper public-school inspector and with the approval of the Minister, the authorities of a private school may establish an examination centre at the private school.

(2) Before a private-school examination centre is established, the principal of the private school shall, before the 1st of April, give a written undertaking to the public-school inspector to pay the expenses of the grade XIII examinations.

(3) The public-school inspector of the inspectorate in which a private-school examination centre is established shall nominate the chief presiding officer and, where necessary, assistant presiding officers.

*NOTE: Where possible and expedient the presiding officers shall be selected through a fair exchange of qualified teachers of the high, vocational and continuation schools and the private schools so that there may be no charge for presiding.*

(4) A chief presiding officer shall be paid at the rate of \$12 a day and an assistant presiding officer at the rate of \$10 a day.

(5) Grade XIII examinations at a private-school examination centre shall be conducted under these regulations.

#### EXAMINATION TIME-TABLE

4. The grade XIII examinations shall be held in accordance with a time-table issued by the Minister.

#### APPLICATION FOR ADMISSION TO EXAMINATIONS

5.(1) On or before the 1st of May, every candidate shall file an application in form 1 and a statement in form 2 with the principal of the school at which he proposes to write the examinations.

(2) Except where he obtains the written permission of the Registrar to write at more than one examination centre, a candidate shall write all his examinations at one centre.

#### EXAMINERS-IN-CHIEF

6. The Minister shall appoint examiners-in-chief to set the question papers for the grade XIII examinations.

#### THE SUPERVISING BOARD

7.(1) A supervising examination board to be known as "The Supervising Board" is established for the purpose of reviewing the question papers for the grade XIII examinations.

(2) The Supervising Board shall consist of 18 members of whom 9 shall be members of the staffs of the Ontario universities and 9 shall be representatives of the Minister.

(3) The Minister shall appoint the members of The Supervising Board.

#### QUESTION PAPERS

8.(1) One question paper shall be set in each of algebra, geometry, trigonometry and statics, history, physics, chemistry, botany, zoology, music, mathematics of investment, accountancy practice, secretarial practice, geography, and problems.

(2) Two question papers shall be set in each of English, French, French for French-speaking candidates, German, Greek, Italian, Latin and Spanish.



9. Optional questions shall be given on the question paper in history and may be given on any other question paper.

10. The question paper in English literature shall include questions on passages selected from the grade XIII course of study in English literature and may include questions on sight passages.

11. The question papers in French, German, Greek, Italian, Latin, and Spanish shall include questions on

- (a) sight passages, and
- (b) passages selected from the grade XIII courses of study.

*NOTE: As announced in Circular H.S. 58, Prescriptions for Department Examinations of 1956, a test in dictation will form part of the Grade XIII French authors examination in 1956.*

#### REPORTS ON CANDIDATES

12. (1) On the Friday preceding the commencement of the grade XIII June examinations, the principal and teachers shall submit to the Registrar a report for the school year on pupils who are candidates for the grade XIII examinations.

(2) Where a school has 2 or more forms, classes, or groups taking a grade XIII course of study, each form, class, or group shall be reported separately.

(3) The report shall be in form 3.

*NOTE: Form 3 refers to the Grade XIII Teachers' Report form. (Examination form 141B or 141B Special.)*

#### CHIEF PRESIDING OFFICERS

13. The principal of a secondary school shall be the chief presiding officer in his own school.

14. The chief presiding officer at a private-school examination centre shall be a public- or separate-school inspector, or a teacher who holds a Permanent First Class Certificate or a High School Assistant's Certificate.

15. The chief presiding officer shall

- (a) assign the duties of his assistant presiding officers in a fair manner, and
- (b) arrange that a teacher does not preside over pupils writing an examination for which he has prepared them.

#### ASSISTANT PRESIDING OFFICERS

16.(1) Subject to subregulation 3, the teachers of the secondary schools shall be assistant presiding officers.

(2) The assistant presiding officers at a private-school examination centre shall be teachers from other schools.

(3) Every presiding officer shall hold a Permanent First Class Certificate or a High School Assistant's Certificate.

*NOTE: The term "presiding officer" used in subregulation 3 above includes chief presiding officer as stated in 1 (f) of the interpretation on page 3.*

#### SHIPMENT AND CARE OF QUESTION PAPERS

17.(1) The bag containing the question papers for the grade XIII examinations shall be shipped by the Registrar by express, charges collect, to the home address of the chief presiding officer or to the examination centre as the chief presiding officer may direct, at least 7 days before the commencement of the examinations.

*NOTE: The records for the dictation test in French authors will be shipped separately at the same time and in the same manner as the bags containing the question papers.*

(2) At the same time as he ships the bag containing the question papers, the Registrar shall mail the chief presiding officer at his home address a card stating the place to which the bag has been shipped.

18.(1) Upon receipt of the bag containing the question papers, the chief presiding officer shall be responsible for its safe-keeping and its contents.

(2) The chief presiding officer shall

(a) check the seal of the bag to see that it is intact and that the words "Ed. Dept. Ont. Can." are printed thereon, and

(b) open the bag by cutting the cord.

(3) When he opens the bag, the chief presiding officer shall verify the subjects and the number of question envelopes with the time-table of the examinations and with the lists of candidates.

(4) When any question envelope is missing, the chief presiding officer shall telegraph the Registrar immediately.

19.(1) The bag containing the question papers shall be placed in a safe or locked in a room or cupboard.

(2) The windows of a room in which the bag is locked shall be kept fastened and the doors shall be locked by cylinder locks.

(3) Where the chief presiding officer is not satisfied with the precautions for safe-keeping under subregulations 1 and 2, he shall fasten a padlock and chain around the neck of the bag in such a way as to make it impossible for anyone to gain access to its contents except by ripping it open.

(4) The chief presiding officer may fasten the bag to some immovable or ponderous object by means of a padlock and chain.

(5) The chief presiding officer shall keep in his possession

(a) the keys of a room or cupboard in which the bag is locked, and

(b) the keys of a padlock used for the safe-keeping of the bag.

(6) The chief presiding officer shall be personally responsible to the Minister for the safe-keeping of the question papers.

#### Conference of Presiding Officers

20. Before the first day of the grade XIII examinations, the chief presiding officer shall call a meeting of his assistant presiding officers and carefully review the examination instructions, making sure that each instruction is thoroughly understood and that the assistant presiding officers are fully conversant with their duties.

#### EXAMINATION ARRANGEMENTS

21.(1) At least 2 days before the grade XIII examinations begin the chief presiding officer shall satisfy himself that the board has made the necessary arrangements for the examinations.

(2) The chief presiding officer shall rent a clock for each examination room in which the board has not placed a clock and charge the cost thereof as part of the examination expenses.

(3) The clocks shall be left in the examination rooms until the close of the examinations.

22.(1) During a grade XIII examination diagrams and maps shall be removed from the examination room.

(2) All books and papers shall be removed from the desks.



(3) All arrangements shall be completed and the necessary stationery distributed at least 15 minutes before the time appointed for the commencement of the first examination and at least 5 minutes before the time appointed for the commencement of each of the other examinations.

#### SEATING OF CANDIDATES

23. Candidates shall be seated at least 5 feet apart in the examination room.

#### ADMISSION OF LATE CANDIDATES

24.(1) Where there is sufficient accommodation and enough question papers, the presiding officer shall admit to the grade XIII June examinations candidates whose applications were not received by the 1st of May.

(2) Where a candidate has not made application by the 1st of May, the presiding officer shall

(a) require the candidate to submit an application in form 1 and a statement in form 2, and

(b) collect a late-fee of \$1.

*NOTE: Form 1 and Form 2 refer to the application form for the annual Departmental examinations and the candidate's statement which is attached to the application. (Examination Form 68 and 69.)*

(3) Where a candidate desires to write a grade XIII paper in addition to the papers for which he made application by the 1st of May, he shall not be charged a late-fee.

#### Failure of Candidates to Appear for Examinations

25. Where a candidate fails to appear for an examination within 1 hour after the examination commences, the presiding officer shall not permit him to write the examination.

#### EXAMINATION OF UNOPENED QUESTION ENVELOPES

26.(1) Immediately prior to opening a question envelope, the chief presiding officer shall hand the envelope to 2 witnesses and ask them to examine carefully the seals, flaps and edges and satisfy themselves that the envelope has not been tampered with or opened.

(2) The witnesses shall be assistant presiding officers or candidates.



#### OPENING OF QUESTION ENVELOPES

27.(1) At the time appointed for a grade XIII examination to commence the chief presiding officer shall open the question envelope, take out the question papers, and hand the empty envelope to the witnesses who examined the question envelope before it was opened.

(2) The witnesses shall examine the inside of the envelope in order to satisfy themselves that it has not been tampered with.

#### DECLARATION BY WITNESSES

28.(1) When the witnesses have completed their examinations of the question envelope, the chief presiding officer shall ask them to sign the declaration on the back of the envelope.

(2) Where a witness observes any particular which is not in accordance with the declaration, he shall note it below the declaration on the lower flap of the envelope.

#### DUTIES OF PRESIDING OFFICERS

29.(1) The chief presiding officer shall open only the question envelope required for the immediate examination.

(2) The chief presiding officer shall see that each candidate receives 1 question paper.

(3) Question papers other than those which the candidates receive shall not be taken out of the examination room until the examination is over.

30. The presiding officer shall

- (a) enter the names of the candidates for the examination on a tally list in the same order as the names on the official list, and
- (b) add the names of any additional candidates to the names on the official list.

*NOTE: The Official list is Exam. form 108B.*

31. During an examination

- (a) presiding officers and candidates shall be the only persons allowed in the examination room,
- (b) at least 1 presiding officer shall remain in the examination room with the candidates,
- (c) no conversation or noise which might disturb the candidates shall be allowed in the vicinity of the examination room, and

- (d) the presiding officer shall take every reasonable precaution to prevent collusion between candidates.

32.(1) The presiding officer shall

- (a) explain to the candidates the manner in which the name slips are to be attached to the answer envelopes,
- (b) exercise the utmost care in
  - (i) distributing the proper number and kind of envelopes and examination books, and
  - (ii) accounting for envelopes and examination books which he has distributed,
- (c) exercise vigilance while the candidates are writing, and
- (d) take every reasonable precaution to make it impossible for these regulations to be violated without his knowledge.

(2) The presiding officer shall not

- (a) remain seated but shall move about and observe candidates from different parts of the room, or
- (b) give his attention to any matter which does not pertain to his duties as presiding officer, or
- (c) preside over more than 25 candidates.

33.(1) At the expiration of the time allotted for an examination, the presiding officer shall

- (a) direct the candidates to stop writing,
- (b) have the candidates
  - (i) place their answer papers in the answer envelopes in accordance with regulation 63, and
  - (ii) hand in their answer papers immediately, and
- (c) as each answer envelope is handed in
  - (i) carefully note the superscription on the answer envelope, and
  - (ii) check the superscription on the answer envelope by entering the figure "1" on the tally list opposite the name of the candidate and under the name of the subject.

(2) The presiding officer shall not allow an answer envelope to be opened after it has been handed in.

34. While receiving and checking answer envelopes at the close of the examination, the presiding officer shall take every reasonable precaution to prevent collusion between candidates.

**35. At the close of the examination the presiding officer shall inspect the desks in order to satisfy himself that no candidate has omitted to hand in all his answer books.**

*NOTE: Regulation 35 refers to each examination written.*

36.(1) Where, through illness, a candidate withdraws from the examination room without handing in an answer book, the presiding officer shall note it on the tally list.

(2) The presiding officer shall make a note on the tally list in the case of a candidate who refuses to hand in an answer book.

#### SAFE-KEEPING OF ANSWER ENVELOPES

37.(1) The presiding officer shall

- (a) place the answer papers in the bag in which the question papers were received, and
- (b) keep the bag locked in a safe or a room.

(2) The windows of a room in which the bag is locked shall be kept securely fastened and the doors shall be locked by cylinder locks.

(3) The presiding officer shall keep in his possession the keys to a room in which the bag is locked.

#### SUPPLIES

38. The board shall supply for the grade XIII examinations

- (a) examination books, pens, blotting paper, blue or black ink of a uniform colour, and squared paper,
- (b) five-figure logarithmic and interest tables,
- (c) music manuscript-paper, and
- (d) a 78 revolutions per minute phonograph for each room in which the French composition examination is to be written, unless the school's public-address system is to be used for the oral testing.

*NOTE: In 1956 a phonograph shall be provided in each room in which the French authors examination is to be written since the dictation test this year will form part of the authors paper.*

39.(1) At the beginning of an examination, the presiding officer shall give each candidate 1 examination book and 1 answer envelope.



(2) The presiding officer shall give a candidate additional examination books as required during the examination.

40. A candidate shall not bring into the examination room anything which might assist him in the examination he is writing.

41.(1) The presiding officer shall

- (a) see that the board provides a sufficient supply of
  - (i) squared paper for the trigonometry and statics, algebra, geometry, and physics examinations, and
  - (ii) music manuscript-paper for the music examination,
- (b) give each candidate 1 sheet of squared paper or of music manuscript-paper with a question paper requiring its use,
- (c) require a candidate to attach each sheet of squared paper or of music manuscript-paper, as soon as received, to the top of one of the ruled pages of his examination book by means of the gummed margin on the reverse side of the sheet,

*NOTE: If the music manuscript-paper does not have a gummed margin, it need not be attached but should be inserted carefully in the examination book.*

- (d) account for all sheets of squared paper or of music manuscript-paper, and
- (e) see that each candidate for the algebra examination, the geometry examination, the trigonometry and statics examination, and the physics examination is provided with 5-figure logarithmic and interest tables.

*NOTE: If mathematical tables are required for the mathematics of investment examination, the presiding officer shall provide the seven-figure tables issued by the Department of Education.*

(2) The presiding officer may give a candidate additional sheets of squared paper or of music manuscript-paper, 1 at a time.

#### REPORTS TO THE REGISTRAR

42.(1) At the close of each grade XIII examination the presiding officer shall complete form 4.

*NOTE: Form 4 refers to the Declaration and Diagrams form provided by the Department. (Examination Form 21.)*

(2) The chief presiding officer shall, in the "Remarks" column, set out

(a) any particulars in which these regulations have not been observed, and

(b) any facts regarding the examination that he deems necessary to bring to the attention of the Registrar.

(3) Subject to subregulation 2, the chief presiding officer and his assistant presiding officers shall sign a declaration that these regulations have been observed.

(4) The presiding officer shall draw a diagram of the examination room showing the position of the presiding officer and the seating arrangement of the candidates during the examination.

#### FEES AND STATEMENTS OF LATE CANDIDATES

43. On the last day of the grade XIII examinations, the chief presiding officer shall forward to the Registrar

(a) the fees received from late candidates, and

(b) statements submitted by late candidates.

#### RETURN OF ANSWER ENVELOPES AND TALLY LISTS

44.(1) The chief presiding officer shall

(a) except where the Registrar directs otherwise, arrange the answer envelopes so that

(i) all the answer papers of a candidate can be sent to the Registrar in the same shipment, and

(ii) the answer envelopes can be sent to the Registrar in the order in which the names of the candidates appear in the tally list.

(2) The Registrar shall supply 1 elastic band or string-tie for each candidate's set of answer envelopes.

(3) The chief presiding officer shall securely tie the answer envelopes and the tally lists in parcels, place them in a bag provided by the Minister and return them promptly at the close of the examinations or as otherwise directed by the Registrar.

(4) The bag in which the answer envelopes are forwarded to the Registrar shall be tied so that the words, "The property of the Department of Education," will be on the outside of the bag.

(5) A shipping-tag shall be securely attached to the strap of the bag.

(6) The express charges shall be prepaid and no commercial value shall be placed on the bag or its contents.

#### RETURN OF REPORTS

45. The chief presiding officer shall place the reports in form 4 and any reports on the illness of candidates or other special cases in a special envelope and forward them to the Registrar by mail on the same day that the bag containing the answer envelopes is forwarded.

*NOTE: Form 4 refers to the Declaration and Diagrams form provided by the Department. (Examination Form 21.)*

#### SURPLUS QUESTION PAPERS

46. At the close of the grade XIII examinations, the chief presiding officer shall give the surplus question papers to the principal of the school in which the examinations were held.

#### SURPLUS ANSWER ENVELOPES AND NAME SLIPS

47. The chief presiding officer shall return the surplus answer envelopes and name slips to the Registrar in one of the bags used for returning answer envelopes.

#### RETURN OF EMPTY QUESTION ENVELOPES

48. The packages of empty question envelopes and any unopened question envelopes shall be tied together in a parcel and returned to the Registrar in the bottom of one of the bags used for returning answer envelopes.

*NOTE: Chief presiding officers are advised that "any unopened question envelopes" referred to in regulation 48 above are those in subjects for which no candidates appeared. Such envelopes must not be opened. On their return to the Department they are checked as part of the procedure followed in safeguarding the integrity of the examinations.*

#### EXPENSES OF THE EXAMINATIONS

49. Upon the certificate of the principal, the board of a school in which grade XIII examinations are held shall pay the incidental expenses of the examinations including

- (a) the express charges for shipping the bags containing question papers and answer papers, and



- (b) the cost of examination supplies.

#### INSTRUCTIONS TO CANDIDATES

50. Before the commencement of the grade XIII examinations, every principal shall read and carefully explain to his candidates regulations 51 to 64, both inclusive.

*NOTE: Under present conditions it is not practicable for presiding officers to read the regulations to the candidates. This requirement may be dispensed with provided that the presiding officer, before each examination, informs the candidates that they are expected to make themselves familiar with the instructions (on the reverse side of the time-table) already in their hands.*

51.(1) On or before the 1st of May, every candidate shall file his application with the principal of the school at which he proposes to write the grade XIII examinations.

- (2) No application shall be sent to the Department.

(3) Where a candidate desires to write the examinations at any university where an examination centre has been established, he shall submit his application to the registrar of the university concerned.

*NOTE: A centre will be established at the University of Toronto in 1956 for privately-prepared candidates.*

(4) Where a candidate neglects to file his application with the principal concerned, he may present himself to the chief presiding officer who shall admit him to the examinations where

- (a) his application is satisfactory,
- (b) accommodation is available,
- (c) there is a sufficient number of question papers, and
- (d) the candidate pays a fee of \$1.

52. A candidate for a university scholarship shall

- (a) make special application for the scholarship examinations to the registrar of the university concerned, and
- (b) make application for the examinations to the principal of the school at which he proposes to write.

53.(1) Each candidate shall satisfy the presiding officer as to his personal identity.

(2) The chief presiding officer shall report to the Registrar any person attempting to impersonate a candidate.

54. Where a candidate presents himself at any examination centre other than the centre nearest his usual place of residence, his application shall be refused unless his explanation for so presenting himself is satisfactory to the chief presiding officer.

55.(1) Where a candidate has submitted his application and subsequently desires to write 1 or more grade XIII examinations at an examination centre other than the centre at which he originally applied, he shall, through his principal, make application to the Registrar for permission to do so.

*NOTE: Application for a change of centre shall be made in writing and in time to enable the registrar to make new arrangements for the candidate concerned.*

(2) Under subregulation 1 a candidate who fails to make application shall be regarded as a late candidate.

56.(1) Every candidate shall be in his appointed place before the time fixed for the commencement of an examination.

**(2) Where a candidate does not present himself until after the time fixed for the commencement of an examination, he shall not be allowed any additional time to write that examination.**

(3) No candidate shall enter the examination room more than an hour after an examination begins.

(4) The chief presiding officer may refuse to admit a candidate who is late for an examination where

(a) he is not satisfied with the candidate's explanation for being late, or

(b) he has reason to suspect collusion between the candidate and another candidate.

57.(1) The chief presiding officer shall collect a fee of \$1 from a candidate who fails to make application for the grade XIII June examinations by the 1st of May.

(2) Where a candidate fails to make application by the 1st day of May, the chief presiding officer shall, before admitting him to an examination, check his application to see that it meets the requirements under these regulations.

58.(1) No candidate shall leave the examination room until at least 1 hour after the question papers are handed out.

(2) Where a candidate leaves the examination room without permission after the expiration of 1 hour from the commencement of an examination, he shall not be permitted to return for the remainder of the examination.

59.(1) No candidate shall

- (a) take into the examination room or have in or on his desk anything from which he may derive assistance, or
- (b) talk to another candidate during an examination, or
- (c) give or receive assistance during an examination.

(2) Where a candidate violates subregulation 1, the examinations for which he has made application shall be cancelled.

(3) Where the presiding officer obtains conclusive evidence of the violation of subregulation 1 at the time the violation occurs, he shall

- (a) require the candidate to leave the examination room immediately, and
- (b) strike the candidate's name from the list of candidates.

(4) Where the evidence against a candidate is not conclusive at the time the violation occurs or is not obtained until after the close of an examination, the presiding officer shall report the matter to the Registrar.

60. For the examinations in mathematics and physics a candidate shall provide himself with

- (a) a ruler showing millimetres and sixteenths of an inch,
- (b) a pair of compasses, and
- (c) a protractor.

61.(1) A candidate shall not use any paper or book other than that provided by the presiding officer.

(2) A candidate shall print the name of the examination subject at the top of his examination book.

(3) No candidate shall

- (a) write his name or any distinguishing mark or symbol on his examination book, or
- (b) tear any paper from his examination book or insert therein any matter not pertinent to the examination.



(4) A candidate shall not be permitted to use a slide-rule on any grade XIII examination.

(5) A candidate shall not be permitted to use a stencil for the making of drawings or diagrams on any grade XIII examination.

62.(1) The presiding officer shall not

- (a) make any explanation or other statement regarding the probable meaning of any question on an examination paper, or
- (b) give any advice as to what question should be answered or the manner in which a question should be answered.

(2) During an examination the presiding officer shall not comment on an error which appears to have been made in the question paper.

(3) At the expiration of an examination a candidate may bring to the attention of the presiding officer any error which appears to have been made in a question paper.

(4) At the close of the examinations the presiding officer shall report to the Registrar any error in a question paper which is brought to his attention by a candidate.

63. Every candidate shall

- (a) write his answers and solutions on the ruled side of his examination book,
- (b) where necessary, use the unruled side of his examination book for preparing the answers in rough,
- (c) fold his examination book once across,
- (d) place his examination book in the envelope provided by the presiding officer,
- (e) seal the envelope,
- (f) write on the outside of the envelope only the subject of the examination unless instructions to the contrary are given on the question paper,
- (g) write his name in full, surname preceding, on the slip provided by the presiding officer,
- (h) securely fasten the slip to the envelope in accordance with the instructions of the presiding officer, and
- (i) hand in every answer book he has used.

**64.—(1) Where the illness of a candidate affects his examination, he shall request the presiding officer to report full particulars to the registrar.**

**(2) Within 2 days after the close of the examinations the presiding officer shall report to the registrar full particulars of the illness of the candidate.**

**(3) The report of the presiding officer shall be accompanied by,**

- (a) a medical certificate stating the nature of the illness and its time and duration, and**
- (b) details of any other occurrence which interfered with the candidate's examination.**

#### VALUATION OF ANSWER PAPERS

65.(1) The answer papers of candidates shall be marked by boards of associate examiners selected by the Minister.

(2) Every associate examiner shall

(a) hold

- (i) a Permanent High School Assistant's Certificate, or
- (ii) a High School Specialist's Certificate, or
- (iii) a Permanent First Class Certificate,
- (b) have had at least 2 years of teaching experience in a secondary school, and
- (c) be actually engaged in teaching in a secondary school or teachers' college in Ontario.

(3) No associate examiner shall be appointed to mark answer papers in a subject which he is not actually engaged in teaching.

(4) The answer papers shall be valued at The Department of Education under the direction of the Minister.

66.(1) The maximum value of each grade XIII examination paper shall be 100 marks.

(2) All the answer papers in a subject shall be valued according to a uniform scale of marks decided upon by the examiner-in-chief in consultation with the committee of associate examiners in charge of the subject.

67. One mark shall be deducted for each error in spelling on an answer paper in English literature or English composition but not more than 5 marks shall be deducted for spelling errors on any one paper.

68.(1) Before the results of the grade XIII examinations are made up, the answer paper of a candidate who obtains 43 to 49 marks, both inclusive, shall be re-read by an associate examiner.

(2) Where the paper is re-read and at least 50 marks are obtained thereon, the candidate shall be granted pass standing for that paper.

#### PRIZES AND SCHOLARSHIPS

69.(1) In a school in which there are prizes for grade XIII candidates, the awards may be made by the principal and teachers.

(2) Where prizes or scholarships are offered for competition among 2 or more schools, the competitors shall write the grade XIII examinations.

#### GRADE XIII AUGUST EXAMINATIONS

70.(1) The Minister may direct that grade XIII examinations be held in August.

(2) An applicant for the August examinations shall

- (a) hold
  - (i) an Interim or Permanent Second Class Certificate or an Interim or Permanent First Class Certificate, or
  - (ii) an Interim or Permanent Ordinary Vocational Certificate or an Interim or Permanent Intermediate Industrial Arts and Crafts Certificate, or
  - (iii) a teaching certificate valid in the schools of any other part of the British Commonwealth of Nations, or
- (b) have taught for at least 5 months in the elementary schools of Ontario during the preceding school year under a letter of permission granted by the Minister to a school board on his behalf, or
- (c) require standing in one or more grade XIII papers in order to obtain admission to the One-year Course at an Ontario Teachers' College to which he made application for admission the September next following, or
- (d) submit evidence that he holds an honourable discharge from active service in Her Majesty's forces, and that he has attended an Ontario university for at least 1 year but requires standing in one or more grade XIII papers to complete the admission requirements for his university course.

(3) A candidate for the August examinations shall complete form 5 and file it with the Registrar.

*NOTE: Form 5 refers to the application form for the August Departmental Grade XIII examinations. (Examination Form 126.)*



*NOTE: Where a candidate who was admitted to the August examinations under clause c of subregulation 2 does not attend an Ontario Teachers' College during the full school year 1956-57, the Minister may cancel his Grade XIII Certificate obtained at the August examinations, under clause e of subsection 1 of section 11 of The Department of Education Act, 1954.*

71. The Minister shall

- (a) appoint the presiding officers for the August examinations, and
- (b) pay the expenses of the August examinations.

72.(1) The fee payable by a candidate at the grade XIII August examinations shall be \$1 a paper but not exceeding \$15.

(2) No fee shall be payable by a candidate who has been honourably discharged from active service in Her Majesty's forces.

REFUNDS

73. Where a candidate does not present himself at an examination for which he has paid, the Deputy Minister of Education upon application shall return the examination fee.

APPEALS

74.(1) Where a candidate fails to obtain at least 50 marks on any grade XIII examination, he may have the paper re-read

- (a) by lodging an appeal in writing with the Minister before the 1st of October in the year in which the examination was written, and

- (b) by paying a fee of \$2.

(2) The appeal fee shall be refunded to a candidate whose appeal is successful.

(3) There shall be no appeal for a candidate who has made application for a university scholarship under regulation 52.

STATEMENTS OF STANDING

75.(1) The Minister shall issue a statement in form 6 to a candidate setting out the marks obtained on each paper of the grade XIII examinations with the exception of problems.

(2) From 75 to 100 marks, both inclusive, shall be first-grade proficiency standing.

(3) From 66 to 74 marks, both inclusive, shall be second-grade proficiency standing.

(4) From 60 to 65 marks, both inclusive, shall be third-grade proficiency standing.

(5) From 50 to 59 marks, both inclusive, shall be credit standing.

(6) Below 50 marks shall be a failure.

*NOTE: If the statement of standing shows that the candidate has obtained 40% or more of the marks assigned to a paper in algebra, geometry, physics, chemistry, or music, the candidate has Grade XII standing in the paper concerned. If the statement of standing shows that the candidate has obtained 40% or more on each of the two papers in English or in a language, the candidate has Grade XII standing in the subject concerned. Such standing may be applied towards eligibility for the Secondary School Graduation Diploma and will be accepted by principals for this purpose. Please note that standing in Grade XIII history or geography does not cover Grade XII standing in these subjects.*

76.(1) The fee for a duplicate statement of standing shall be \$1 but not exceeding \$5 for any number of statements required by a person at any one time.

(2) No fee shall be payable by a person who requires a duplicate statement for rehabilitation purposes or enlistment in Her Majesty's forces.

#### THE SPECIAL REVISING BOARD

77.(1) A supervising examination board to be known as "The Special Revising Board" is established for the purpose of reviewing the marks of each candidate before the statement in form 6 is issued.

(2) The Special Revising Board shall consist of 14 members of whom 7 shall be members of the staffs of the universities of Ontario and 7 shall be representatives of the Minister.

(3) The Minister shall appoint the members of The Special Revising Board.

#### ALLOWANCES

78.(1) An examiner-in-chief shall be paid

(a) \$80 for setting a question paper assigned to him by the Minister,

(b) \$22 for a 6-hour day for attendance at board and committee meetings which the Minister requires him to attend, and

(c) \$22 for a 6-hour day for

(i) reading answer papers,

- (ii) attendance at meetings with associate examiners, or
- (iii) special duties assigned by the Minister.

(2) An examiner-in-chief whose place of residence is not in The Municipality of Metropolitan Toronto shall be allowed travelling and living expenses while engaged in his duties.

79.(1) An associate examiner or other examiner appointed by the Minister shall be paid \$20 for a 6-hour day for reading answer papers or assisting in the examination of candidates.

(2) Under subregulation 1 an examiner may be paid \$20 for working at least 3½ hours on Saturday.

(3) An associate examiner or other examiner appointed by the Minister whose place of residence is not in The Municipality of Metropolitan Toronto shall, while engaged in his duties, be allowed travelling expenses to and from his place of residence.

80.(1) A member of The Supervising Board shall be paid \$450 for his work including attendance at board and committee meetings which the Minister requires him to attend.

(2) Where a member is

- (a) a civil servant within the meaning of *The Public Service Act*, or
- (b) a member of the staff of the Ontario College of Education,

he shall not be entitled to the remuneration in sub-regulation 1.

81.(1) A member of The Special Revising Board shall be paid \$22 for a 6-hour day for attendance at board and committee meetings which the Minister requires him to attend.

(2) Where a member is

- (a) a civil servant within the meaning of *The Public Service Act*, or
- (b) a member of the staff of the Ontario College of Education,

he shall not be entitled to the remuneration in sub-regulation 1.



82. A member of The Supervising Board or The Special Revising Board whose place of residence is not in The Municipality of Metropolitan Toronto shall be allowed travelling and living expenses while engaged in his duties.

*NOTE: An Examiner travelling other than by railway will be allowed the equivalent of the return railway fare and vouchers must be submitted for meals and sleeping accommodation.*

83. Regulations 48 of Consolidated Regulations of Ontario 1950, and Ontario Regulations 76/52, 89/53, and 90/54, are revoked.